

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: Senior Library Assistant
Department: Library
Division: Varies

Range: 134
FLSA Status: Non-Exempt
Date: October 2016

GENERAL STATEMENT

Performs a variety of routine and complex clerical, technical and administrative work in the operation of the library.

SUPERVISION RECEIVED

Works under the supervision of the Library Director, the Assistant Library Director or a Senior Librarian.

SUPERVISION EXERCISED

May exercise limited direction over Library Assistants, Library Shelves, or part-time, contracted, or temporary personnel or volunteers, as assigned.

POSITIONAL ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedules and assists in carrying-out special programs.

Assists patrons in reference work, locating library materials and utilizing online tools.

Provides story time and other programming.

Participates in a variety of community engagement activities such as preparation of newsletters, social media postings, website maintenance and speaking before citizen groups, students and other organizations.

Supports divisions on a variety of programs and operations.

Inputs data into computer.

Assists with purchases of limited collections of materials.

Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.

Assists in maintaining library collections and facilities by picking up toys; straightening books, chairs, shelves, papers and magazines; changing calendars; and emptying waste containers and book drops. Processes inter-library loans and in-house reference work.

Maintains necessary operating records.

TEAM SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES

Latino Services – works with Library staff to engage with the Latino community, such as:

- Preparing and presenting story times, programs and classes for all ages.

- Connecting the Latino community in the schools and in the general community.
- Assisting in the selection of Spanish language books and other library materials.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for programs, etc.

Registers new patrons; checks Library materials in and out; processes overdue charges and fines.

Performs routine maintenance on books and other materials, such as mending covers, replacing bar codes, or preparing labels.

Serves as a member of various City employee committees, as assigned.

Assists staff in the performance of their duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED, supplemented by two years of post-secondary education or training in library science, liberal arts, education or a related field.

Special Requirements:

Must successfully pass a criminal history background check including review of driving record. Must be able to pass the department's security clearance standards for unescorted access to certain City facilities.

Latino Services: Bi-Lingual in English and Spanish; fluency in speaking, reading, writing and translating Spanish.

Knowledge, Skills & Abilities:

- Working knowledge of library classification systems.
- Working knowledge of basic office procedures.
- General knowledge of the principles and practices of modern library systems and programs.
- General knowledge of library circulation or processing techniques.
- Skill in operation of standard office equipment and specialized library services equipment.
- Ability to accurately maintain library filing systems.
- Ability to communicate effectively verbally and in written format.
- Ability to establish and maintain positive and cooperative working relationships with City staff, patrons and the general public.
- Latino Services-Ability to fluently converse, read, write and translate in Spanish.

TOOLS AND EQUIPMENT USED

Library computer system; personal computer electronic reference resources; various types of audio/visual equipment, standard library and office equipment, communication devices and City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to operate a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is generally moderate, with occasional loud outbursts.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: July, 2004

Revision History: July, 2015